

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Court Supervisor

BAND	GRADE	
NE	623	
DEPARTMENT: Court	ACCOUNTABLE TO: City Magistrate	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbent is responsible for performing all administrative duties and for managing court operations. Duties include: planning, organizing and managing non-judicial court operations; developing and implementing court operational policies and procedures; modifying procedures to maintain consistency with Arizona law and Court rules; preparing and monitoring the Court's budget; supervising support staff; acting as a liaison with other departments; investigating and handling complaints regarding court operations; supervising the preparation of statistical reports; and, supervising the release of information to the general public and the media.		
DISTINGUISHING CHARACTERISTICS: The Court Supervisor is a stand alone classification and is distinguished from other professional classifications by the responsibility for managing court operations.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Supervises court staff to include: assigning and monitoring work, prioritizing work, evaluating staff performance, ensuring staff are trained and handling disciplinary actions.	Daily	
2.	Plans, organizes and manages court operations to include: developing and implementing policies and procedures, modifying court procedures for maintaining consistency with Arizona law and Court rules and developing and implementing automated court systems.	Daily	
3.	Acts as a liaison with other departments in coordinating and reviewing court operations.	Daily	
4.	Prepares the Court's budget; tracks and monitors expenditures.	Weekly	

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5.	Investigates and resolves complaints regarding court operations and court staff.	Monthly	
6.	Supervises the preparation and organization of all required financial and operational reports.	Monthly	
7.	Develops and supervises the implementation of court support programs such as Community Service and Mediation.	Monthly	
8.	Develops or supervises the preparation of contracts, grants and intergovernmental agreements.	Annually	
9.	Supervises the release of information to the public and the media by determining the legal basis and restrictions on releases and writing news releases.	Annually	
10.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory theories and principles;
- Court operations and procedures;
- Budgeting theories and principles;
- Supreme Court reporting requirements;
- Laws and regulations pertaining to Court operations.

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Skills (position requirements at entry):

Skill in:

- Assigning, monitoring and evaluating the work of court staff;
- Preparing and administering budgets;
- Developing and interpreting court related operational policies and procedures;
- Resolving problems;
- Writing press releases;
- Preparing clear and concise reports;
- Drafting contracts and grants;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's degree in Public Administration, Criminal Justice or a related field and four years of progressively responsible court related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm)

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